

# Job Opportunity Bulletin

**Post Date: August 25, 2015**

## JOIN THE DDS TEAM!

For information about the  
DEPARTMENT OF  
DEVELOPMENTAL SERVICES  
Please visit our website at  
[www.dds.ca.gov](http://www.dds.ca.gov)

Please refer to:

**Position # 473-214-9035-101**

Mail your application to:

Dept. of Developmental Services  
1600 Ninth Street, MS-Q  
Sacramento, CA 95814  
Attention: Claudia Lutz

All applications will be screened  
and only the most qualified will be  
interviewed.

## CONTACT INFORMATION

Name: Claudia Lutz

Number: (916) 322-7784

Email: [Claudia.Lutz@dds.ca.gov](mailto:Claudia.Lutz@dds.ca.gov)

## HOUSING AND COMMUNITY DEVELOPMENT SPECIALIST I

**Salary Range: \$5,053 - \$6,325**

**Permanent, Full Time**

**FINAL FILING DATE: SEPTEMBER 8, 2015**

### RE-ADVERTISEMENT

If you applied for this position when it was originally advertised on July 28, 2015,  
it is not necessary to submit a new application.

The Housing and Community Development Specialist I (HCDS I) independently performs a wide range of analytical functions related to the Department's housing projects and other services and supports designed for the individual who have a developmental disability. This position may conduct site visits and coordinate or participate in panel presentations and tele-or video conferences related on housing related issues. As a high-level specialist, the HCDS I will also advise and/or provide technical expertise on major or complex housing development programs and make policy recommendations to management.

For complete duties, please see the duty statement on the following page.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ General housing and economic development trends.
- ❖ Principles and practices related to public administration, budgetary preparation and control.
- ❖ General underwriting of real estate transactions.
- ❖ Practices of housing acquisition and development, economic and community development functions, including construction, renovation and funding mechanisms.
- ❖ Planning principles in the development of low-income housing.
- ❖ Legal procedures and documents in real property transactions.

### ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date. Be sure to include the **basis of your eligibility** (list eligibility or lateral transfer) and position **#473-214-9035-101** on your application.

Possession of minimum qualifications (MQ's) will be verified prior to interview and/or appointment. You must include proof of eligibility and any supporting documentation with your application. If it is determined an applicant does not meet the MQ's of the classification, the applicant will not be considered and may be withheld from the eligible list.



**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 9<sup>th</sup> Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

**DUTY STATEMENT**

DS 3022 (11/2013)

<b>CLASSIFICATION</b> Housing and Community Development Specialist I	<b>DIVISION/BRANCH</b> Community Services Division Office of Community Operations
<b>EMPLOYEE NAME</b>	<b>SECTION/UNIT</b> Community Development and Housing
<b>POSITION NUMBER</b> 473-214-9035-101	<b>EFFECTIVE DATE</b>

**SUMMARY:** The incumbent functions as an independent technical expert beyond the journey person level, providing high-level research and analysis on the most difficult, complex, and sensitive assignments related to the Department of Developmental Services' (DDS) housing programs designed for individuals with a developmental disability and who may have previously resided in an institutional setting. The Housing and Community Development Specialist I (HCDS I) independently performs a wide range of analytical functions, including varied and technically difficult assignments related to the DDS' housing initiatives. The position may assume lead responsibility or act as a team leader on housing-related assignments. The HCDS I is responsible for assisting management and for maintaining, compiling, and analyzing program, data, fiscal, and legislative information associated with the development of housing resources that are a part of the community, statewide, for occupancy by individuals who have a developmental disability.

**EXAMPLES OF DUTIES:**

- 25% Serves as the lead project liaison with the regional centers and other agencies associated with the development of housing, including other state and non-profit agencies. The HCDS I may also act as an overall Community Placement Plan (CPP) liaison with regional centers. Reviews and makes preliminary determinations of CPP housing proposals submitted by regional centers, including the development of single family and multi-family housing projects. Ensures housing programs are developed and implemented consistent with DDS issued guidelines. Monitors administration of CPP funds and achievement of project milestones, including predevelopment, acquisition, renovation, or construction of housing, funded under CPP. Provides primary oversight related to the interagency agreement between the DDS and the Department of Housing and Community Development (HCD) for ongoing monitoring of the DDS' Rental and Affordable Housing projects.
- 20% Evaluates project feasibility and analyzes proposed strategies for acquiring, developing, and maintaining affordable housing projects. Prepares Request for Proposals or alternate application procedures. Reviews real estate documents and coordinates with management and legal staff to finalize agreements and other legal documents.

- 15% Maintains, compiles, and analyzes program, data, fiscal, and legislative information as required to provide information to policy makers on affordable housing program and initiative objectives, housing trends and problems, Legislative Reports, Budget Concepts, Bill Analysis, and controlled correspondence. Maintains data and provides reports to the DDS on state, national, and international trends and problems in housing. Provides analysis and reports to inform and make recommendations to management and policy makers on current and potential affordable housing initiatives, trends, and problems. Develops forms, reports and other management tools for reviewing data and tracking compliance.
- 10% Provides ongoing evaluation of housing programs. Recommends changes to guidelines and procedures to ensure consistency and compliance with all pertinent DDS, State and Federal requirements. Coordinates and develops systems and compliance standards for monitoring and evaluating the DDS' housing programs. Identifies strengths, weaknesses, and opportunities facing the DDS' housing programs. Makes recommendations and develops improvements in process efficiency and to ensure uniformity, where possible.
- 10% Provides expert technical assistance and training to regional centers and other agencies such as the Department of Health Care Services, HCD, California Housing Finance Agency, Association of Regional Center Agencies on the DDS' initiatives, including housing-related issues and the submission of housing proposals and specific requests for project acquisition and renovation funded under CPP. Conducts site visits, and coordinates or participates in panel presentations and tele- or video conferences. Responds to telephone and written requests for information or assistance concerning the DDS' initiatives, including affordable housing.
- 10% Manages and conducts complex, sensitive, and/or special analytical/research projects to produce comprehensive reports on affordable housing and other initiatives utilizing various resources. Assists Section and Division management on policy issues, and interprets statutory and regulatory requirements for affordable housing programs. Provides high-level technical assistance and problem-solving assistance to management, staff, regional centers, and other agencies on major or complex housing development issues and project transactions. Examines housing issues, trends, and problems for policy impact. Reviews, analyzes, and drafts proposed legislation and regulations.
- 10% Attends meetings or conferences, and participates in collaborative efforts with other divisions within the DDS, state departments, stakeholders, and various community entities.

**SUPERVISION RECEIVED:** Under general direction, assignments are provided by the Community Program Specialist IV, Community Development & Housing Section.

**SUPERVISION EXERCISED:** This position does not exercise supervisory functions.

**TYPICAL PHYSICAL DEMANDS:** The ability to sit for periods of up to four hours while using a personal computer, reviewing documents, and making telephone calls. May require working under stressful conditions and irregular hours during peak workload periods. May require statewide travel (up to 10 percent) by plane or car.

**TYPICAL WORKING CONDITIONS:** Open-spaced partitioned office in a smoke-free environment.

**KNOWLEDGE AND ABILITIES:**

Knowledge of: Computer programs (Outlook, MS Word, MS Excel); affordable housing and economic development trends; principles and practices related to public administration, budgetary preparation and control; general underwriting of real estate transactions; practices of housing acquisition and development, economic and community development functions, including construction, renovation, and funding mechanisms; general problems and planning principles in the development of low-income housing; legal procedures and documents in real property transactions; Federal and State laws and regulations pertinent to the financing and development of low- and moderate income housing; processes of community and group interaction in developmental disabilities planning procedures, in addition to current trends in the developmental disabilities system, public health, assistive devices and adaptive equipment, and public welfare, and governmental accounting procedures.

Ability to: Communicate and write effectively; analyze data and present ideas and information effectively; review and edit written reports; reason logically and creatively and utilize a variety of analytical techniques to resolve complex housing issues; establish and maintain project priorities; analyze situations accurately and take effective action; work professionally in multidisciplinary teams that include regional center and developmental center administrators, other state agencies, peers, the public, and others; provide technical assistance and expert consultation in the areas of housing development, housing finance, and economic and community development; develop and maintain harmonious relationships with professional personnel in the field related to the coordination and development of services and housing for individuals with a developmental disability.

**CERTIFICATION OR LICENSE:** None.